

STATE OF CALIFORNIA
Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: August 3, 2004

Bulletin #: 527

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: August 13, 2004

California Relay Service **TDD 1-800-735-2929**

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Correction to Career Opportunity Bulletin #526

The following advertisement has been cancelled:

EXECUTIVE SECRETARY I (\$2822-\$3431) – OFFICE OF HISTORIC PRESERVATION

The reporting location for this position is Headquarters, in Sacramento. This position works under the direction of the State Historic Preservation Officer and the Deputy State Historic Officer. The Office of Historic Preservation is seeking an Executive Secretary I who is interested in a team environment. The incumbent will serve as Executive Secretary to the State Historic Preservation Officer as well as chief liaison to the State Historical Resources Commission. As Executive Secretary to the State Historic Preservation Officer, the incumbent will manage his calendar, screen correspondence, arrange meetings, and other duties of this nature. As chief liaison to the Commission, the incumbent will be responsible for all communication with the board, which comprises nine gubernatorial appointees. In this regard, the incumbent will also be responsible for communication with the public regarding business before the Commission. The incumbent will also handle logistics for quarterly meetings of the Commission, including attending the meetings and taking minutes. This is an exciting opportunity for a person willing and able to handle multiple tasks. **State housing is not available.** For further information, please contact Diane Thompson at (916) 653-7113.

Career Opportunity Bulletin #527:

- **ADMINISTRATIVE OFFICER I – OCOTILLO WELLS DISTRICT**
- **ASSOCIATE PARK AND RECREATION SPECIALIST/PARK AND RECREATION SPECIALIST – COLORADO DESERT DISTRICT**
- **GUIDE I HISTORICAL MONUMENT – SAN LUIS OBISPO COAST DISTRICT**
- **GUIDE I HISTORICAL MONUMENT (2 POSITIONS) – STATE CAPITOL MUSEUM/CAPITAL DISTRICT/SACRAMENTO**
- **LIFEGUARD – SAN DIEGO COAST DISTRICT/SOUTH SECTOR**
- **MANAGEMENT SERVICE TECHNICIAN (2 POSITIONS) – CENTRAL VALLEY DISTRICT/DISTRICT OFFICE**
- **OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) – COLORADO DESERT DISTRICT**
- **OFFICE TECHNICIAN (TYPING) – MENDOCINO DISTRICT**
- **OFFICE TECHNICIAN (TYPING) – NORTHERN BUTTES DISTRICT**
- **PARK MAINTENANCE SUPERVISOR – SIERRA DISTRICT/SIERRA GOLD SERCTOR/DONNER-PLUMAS STATE PARK**
- **PARK MAINTENANCE WORKER I – ORANGE COAST DISTRICT/SOUTH SECTOR**
- **PARK MAINTENANCE WORKER I – SAN LUIS OBISPO COAST DISTRICT**
- **PARK MAINTENANCE WORKER I – SAN LUIS OBISPO COAST DISTRICT**
- **STATE PARK EQUIPMENT OPERATOR – TWIN CITIES DISTRICT/CARNEGIE STATE VEHICULAR RECREATION AREA**
- **STATE PARK RANGER – GOLD FIELDS DISTRICT/DELTA SECTOR**
- **STATE PARK RANGER – HUNGRY VALLEY DISTRICT**
- **STATE PARK RANGER – SIERRA DISTRICT/LAKE TAHOE SECTOR**
- **STATE PARK SUPERINTENDENT III – NORTH COAST REDWOODS DISTRICTC/EEL RIVER SECTOR**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility**. Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview and all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, Section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, Sections 17.1-17.7 of the Unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the Unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ADMINISTRATIVE OFFICER I (\$2997 - \$4319) – OCOTILLO WELLS DISTRICT

The reporting location for this position is the Ocotillo Wells District Office. This position works under the direction of the District Superintendent. This is an opportunity to work in a beautiful desert environment in a position that offers independence and project time for completion of individually assigned projects. Duties include office management, fiscal management, personnel management, and public information. **State housing is not available.** For further information regarding this position, please contact Kathy Dolinar at (760) 767-5391.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ASSOCIATE PARK AND RECREATION SPECIALIST (\$4516 - \$5489)/PARK AND RECREATION SPECIALIST (\$2632 - \$4770) – COLORADO DESERT DISTRICT

The reporting location for this position is the District Headquarters Office in Borrego Springs. This position works under the direction of the Senior State Park Resource Ecologist. The incumbent will coordinate and work with the District staff on a variety of environmental planning, grant funding, acquisition, and recreation related projects. The incumbent will serve as the District's California Environmental Quality Act (CEQA) coordinator, processing and tracking CEQA documentation for all district projects. The incumbent will work cooperatively with the District's core management staff and cooperating associations on the development of grant funding opportunities for facilities and program development and conservation and recreation land acquisition. The District incumbent will work closely with the core management staff, District Geographic Information Systems (GIS) staff and local, state, and national land conservancies in the identification and prioritization of land acquisition opportunities. The incumbent will review and coordinate with District staff to provide comments on environmental documents (EIR's, EIS's, ND's, etc.) that may affect State Park lands, and represent the District's interests at public hearings and planning meetings. Information technology experience, self-motivation, and the ability to work well in a team setting is desirable. Training and Development assignments will be considered. **State housing is not available.** For further information regarding this position, please contact Mat Fuzie at (760) 767-3074.

GUIDE I HISTORICAL MONUMENT (\$2736 - \$3326) – SAN LUIS OBISPO COAST DISTRICT

The reporting location for this position is Hearst San Simeon State Historic Monument. This position works under the direction of a Guide II Supervisor. This position gives interpretive tours year-round at Hearst San Simeon State Historical Monument. Employees may work shifts of 8 or 10 hour days, depending upon operational needs. A considerable amount of standing, walking and stair climbing is necessary in the performance of this position. **State housing is not available.** For further information regarding this position, please contact Diane McGrath at (805) 927-2199.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

GUIDE I HISTORICAL MONUMENT (2 POSITIONS) (\$2736 - \$3326) – STATE CAPITOL MUSEUM/CAPITAL DISTRICT/SACRAMENTO

The reporting location for these positions is the State Capitol Museum in Sacramento. These positions work under the direction of the Guide II Supervisor. The incumbents will be responsible for interpretation of the State Capitol, which represents a blend of California's past, present, and future. These are challenging positions that interpret the many aspects of the Capitol, including California government (history, current issues, citizen participation, and Legislative process.) These incumbents will also be responsible for leading guided tours through the Capitol, surrounding grounds, and the museum's historic period rooms. Tours include school groups, adult groups, and legislative dignitaries. **State housing is not available.** For further information regarding these positions, please contact Michael Green at (916) 324-0312 ext. 207#.

MANAGEMENT SERVICES TECHNICIAN (2 POSITIONS) (\$2331 - \$3201) – CENTRAL VALLEY DISTRICT/DISTRICT OFFICE

The reporting location for these positions is in Columbia. These positions work under the direction of the Administrative Officer I. These positions serve as members of the District Administrative Team and work in the District Personnel Office. Our customers include staff from the South Valley; Calaveras Sector; Four Rivers Sector; and San Joaquin Sector. This is a great opportunity for someone interested in providing creativity and leadership in the continued development of the District's personnel function. These positions require cooperation and coordination with approximately 112 full-time and up to 150 seasonal staff during peak season. As members of the District Personnel Team, the incumbents will be responsible for timekeeping; posting to the HRIS system; processing hires and separations; expenditure tracking using the BEARS program; training staff on proper policies and procedures; workers' compensation claims and tracking minor injuries; developing housing leases and submitting proper paperwork to Sacramento, and taking an active role on the District Administrative Team, including participation in the Mission, Vision, and Implementation Plan and the District Performance Contract. Training and Development assignments will be considered. **State housing is not available.** For further information regarding these positions, please contact Marsha Henderson at (209) 536-5933.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) (\$11.56 - \$15.24/HOUR) – COLORADO DESERT DISTRICT

The reporting location for this position is the District Headquarters Office in Borrego Springs. This position works under the direction of the Senior State Park Resource Ecologist. The incumbent will assist Colorado Desert District resource management staff in the development and tracking of natural and cultural resource management projects. Duties include assisting in the development and management of contracts related to resource management projects; tracking expenditures related to resource management projects; tracking the District's resource management programs in CID and LID; entering and tracking Natural Resource Maintenance data in MAXIMO; and all filing, correspondence and clerical work related to natural and cultural resource management program projects. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Jim Dice at (760) 767-3074.

OFFICE TECHNICIAN (TYPING) (\$2510 - \$3050) – MENDOCINO DISTRICT

The reporting location for this position is the Mendocino District Office at Russian Gulch State Park. This position works under the direction of the Administrative Officer. The incumbent will be responsible for reviewing and processing purchase documents, posting expenditures into the accounting program, reconciling with CalStars reports, and providing expenditure reports to the Administrative Officer, Park Maintenance Chief and State Park Superintendent. Knowledge of Microsoft Access and Excel is desirable. **State housing is not available.** For further information regarding this position, please contact Jeanne Webber at (707) 937-6128.

OFFICE TECHNICIAN (TYPING) (\$2510 - \$3050) – NORTHERN BUTTES DISTRICT

The reporting location for this position is the Northern Buttes District Office in Oroville. This position works under the direction of the District Administrative Chief. The incumbent will assist the District Personnel Technician in processing payroll; entering data into HRIS and the BEARS database, reconciling with CalStars; assisting employees with various personnel issues, and processing and filing all personnel documents including worker's compensation, benefits, hiring and separation, emergency notification rosters and volunteer packages. The incumbent will be assigned to the District's Safety Team. Occasional travel throughout the District is required for presenting timekeeping/personnel training to field staff, and for various team assignments. **State housing is not available.** For further information regarding this position, please contact Kim Preston at (530) 538-2200, or email at kpres@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

PARK MAINTENANCE SUPERVISOR (\$3345 - \$4025) – SIERRA DISTRICT/SIERRA GOLD SECTOR/DONNER-PLUMAS STATE PARK

The reporting location for this position is the Donner Memorial State Park Maintenance Shop. This position works under the direction of the Sierra Gold Sector Park Maintenance Chief. The incumbent will supervise the day-to-day maintenance operations at Donner Memorial State Park and Plumas Eureka State Park. As required, this position may provide relief supervisory coverage for Empire Mine State Park, Malakoff Diggins State Park, and South Yuba River State Park. The incumbent will work closely with the District Staff, Sector Supervisors and Cooperating Agencies. The incumbent will supervise two Maintenance Mechanics, one Park Maintenance Assistant, Permanent Intermittent, and seasonal employees. Possession of a Class A driver's license and a T-2 Water Treatment License is required. Differentials will be paid for both Licenses. The incumbent will be subject to the Commercial Driver's License Drug and Alcohol Testing Program. **A state mobile home may be available.** For further information regarding this position, please contact Mike Williams at (530) 273-3884.

PARK MAINTENANCE WORKER I (\$2737 - \$3268) – ORANGE COAST DISTRICT/SOUTH SECTOR

The reporting location for this position is the Dohney State Park unit; however the incumbent may work in any south sector unit if necessary. The South Sector of Orange Coast District encompasses San Clemente State Beach, Dohney State Beach, San Mateo Campground, and San Onofre State Beach. This position works under the direction of the Park Maintenance Chief. The incumbent will be the lead for the maintenance and housekeeping crews. Duties include, but are not limited to, training of subordinate maintenance staff; constructing erosion control; repairing structures and/or facilities using carpentry, plumbing and electrical skills; and operation of light beach cleaning equipment. Additionally, this position may be assigned to act as a community work program lead worker which requires passing a background check by the agencies involved. **State housing is not available.** For further information regarding this position, please contact Steve Scott at (949) 366-8510.

PARK MAINTENANCE WORKER I (\$2737 - \$3268) – SAN LUIS OBISPO COAST DISTRICT

The reporting location for this position is the Visitor Center Maintenance Office in San Simeon. This position works under the direction of the Park Maintenance Supervisor. Duties include building and structure maintenance, equipment operation of small tractors, vibratory twin drum roller, personnel lift and street sweeper, and road maintenance and repairs. **State housing is not available.** For further information regarding this position, please contact Brian Camsuzou at (805) 927-2015.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

PARK MAINTENANCE WORKER I (\$2737 - \$3268) – SAN LUIS OBISPO COAST DISTRICT

The reporting location for this position is the Water and Sewage Operations Office on the hilltop of the Historic Restoration/Maintenance Section, Hearst San Simeon State Historical Monument. This position works under the direction of the Restoration Supervisor. Duties include implementing the District's facility maintenance program; assisting the Water and Sewage Plant Supervisor in maintaining compliance with local, State and Federal drinking water regulations; acting as shift operator, responding to maintenance related emergencies, working in confined spaces; reading meters and operating valves in ground vaults, and walking on rough terrain to perform pipeline inspections. A Grade II Water Treatment Plant Operator and Distribution Operator II license is required. **State housing is not available.** For further information regarding this position, please contact Bruce Jackson at (805) 927-2088.

STATE PARK EQUIPMENT OPERATOR (\$3650 - \$4002) – TWIN CITIES DISTRICT/ CARNEGIE STATE VVEHICULAR RECREATION AREA

The reporting location for this position is Carnegie State Vehicular Recreation Area. This position works under the direction of the Sector Maintenance Supervisor. The incumbent will be responsible for maintaining the tracks and trails to meet a high level of customer satisfaction, and operating water trucks, dump trucks, dozers, soil conditioners, and other equipment as needed. The incumbent may act as lead person for seasonal employees, and perform equipment and facility maintenance, and may also perform similar duties throughout the District. Possession of a valid California Class A Drivers License is required. The incumbent is subject to the Commercial Driver's License Drug and Alcohol Testing Program. Steep slope restoration experience is desirable. **State housing may be available.** For further information regarding this position, please contact Les Bennett at (925) 447-0426 ext. 107 or Ken Sanford at (916) 985-8521 ext. 26.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

LIFEGUARD (\$2890 - \$4135) – SAN DIEGO COAST DISTRICT/SOUTH SECTOR

The reporting location for this position is Silver Strand State Beach in Coronado. This position works under the direction of the South Sector Lifeguard Supervisor I. The incumbent will be responsible for first line emergency first aid, aquatic rescue response, and law enforcement most of the year. This position will also function in the Visitor Services program and will offer a wide variety of experience including campground administration and interpretation. **State housing is not available.** For further information regarding this position, please contact Mike Wells at (619) 575-3615 or Dave Price at (619) 435-0126.

STATE PARK RANGER (\$2890 - \$4135) – GOLD FIELDS DISTRICT/DELTA SECTOR

The reporting location for this position is Brannan Island State Recreation Area. This position works under the direction of the State Park Superintendent. Duties include park patrol and campground/day use management; first aid; interpretation; law enforcement, and resource management. The position offers the opportunity to work in a high public use area and offers a wide range of recreational opportunities. **A State trailer pad may be available.** For further information regarding this position, please contact Jay Galloway at (916) 777-7701.

STATE PARK RANGER (\$2890 - \$4135) – HUNGRY VALLEY DISTRICT

The reporting location for this position is Hungry Valley State Vehicular Recreation Area (SVRA). This position works under the direction of the Supervising State Park Ranger. Duties include being responsible for daily SVRA operations, resource management, search and rescue operations, interpretation, and law enforcement with an emphasis on emergency first aid. The incumbent should be a dependable team player who is self-directed and enthusiastic about becoming an integral member of a small ranger staff. The operation of four-wheel drive vehicles, off-highway motorcycles, and all-terrain vehicles is required. **State housing may be available.** For further information regarding this position, please contact Gerald Weil at (661) 248-7007.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK RANGER (\$2890 - \$4135) – SIERRA DISTRICT/LAKE TAHOE SECTOR

The reporting location for this position is the Lake Sector Office in Sugar Pine Point State Park. This position works under the direction of the Supervising State Park Ranger. This is the position you have been waiting for: State Park Ranger for D.L. Bliss State Park, Emerald Bay State Park, Lake Valley State Recreation Area, Washoe Meadows State Park, Sugar Pine Point State Park, Tahoe State Recreation Area, and Burton Creek at beautiful Lake Tahoe. This position will lead seasonal employees including Park Interpretive Specialists, Senior Park Aides, and Park Aides. This sector includes four large active campgrounds, a boat-in campground, two famous historic structure (Vikingsholm and Pine Lodge), three visitor centers, two large underwater parks (D.L. Bliss State Park and Emerald Bay State Park), a golf course and nearly 40,000 feet of spectacular lakefront. The successful candidate will be expected to be involved in a wide variety of Visitor Services programs including law enforcement, visitor safety, campground and day use operations, camp hosts, mansion tours, winter interpretive programs, special events, commercial filming, and our bear aversion program. **State housing may be available.** For further information regarding this position, please contact Maury Morningstar at (530) 525-5060.

STATE PARK SUPERINTENDENT III (\$5495 - \$6628) – NORTH COAST REDWOODS DISTRICT/EEL RIVER SECTOR

The reporting location for this position is the Eel River Sector Office in Garberville. This position works under the direction of the District Superintendent. The incumbent will be responsible for the classic redwood parks of Humboldt Redwoods, Sinkyone Wilderness, Richardson Grove, Standish-Hickey, Grizzly Creek Redwoods and others. The incumbent will oversee two Supervising Rangers, one Maintenance Chief II, Maintenance Supervisor, a Park Maintenance Worker II, a permanent staff of 30, and a seasonal staff of close to 80. The world's largest stand of old-growth redwoods, the tallest tree in the world, and the area of greatest biological density all exist within this sector – as does a great staff, warm weather and wonderful opportunities. The incumbent will manage three Interpretive Associations. If you're an "outside-the-box" thinker, someone not constrained by routine, like to "push the envelope" and understand "real world" applications verses what "the book says" then join us as the District moves forward! **State housing may be available.** For further information regarding this position, please contact Steve Horvitz at (707) 445-6547 ext. 11, or shorvitz@parks.ca.gov.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.

Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
CEA, Deputy Director IV Development Division	July 30, 2004	
CEA, Chief Planning Division	August 20, 2004	
Communications Operator	Continuous File	Open Non-promotional
State Park Lifeguard (Cadet)	Continuous File	Open
State Park Ranger (Cadet)	Continuous File	Open